

## Compensatory Time for Travel

Effective January 28, 2005, a regulation was established to allow employees on official travel to earn a new type of compensatory time called compensatory time for travel. As a general rule, employees traveling during hours that are not compensated by overtime or regular compensatory time can receive compensatory time for travel for these hours. The new compensatory time for travel is separate and independent of the regular compensatory time that an employee may earn in lieu of pay for irregular and occasional overtime work or for religious observances. To earn compensatory time for travel, the hours spent traveling must be outside the employee's regular working hours and not considered hours of work. Refer to [the chart below](#) for travel situations and appropriate compensation for this type of leave

**For employees who input their own time in webTA:** To document approved compensatory time for travel, employees should submit a premium pay request through webTA and enter the number of hours earned each day as Comp Time/Travel Earned. When using compensatory time for travel, employees should submit a leave request for the number of hours requested as Comp Time/Travel Used. After the leave request has been approved, the employee should then post the leave on the timecard.

**For employees whose timekeeper inputs the time in webTA:** Upon receipt of an employee's approved request for compensatory time for travel, the timekeeper will post the number of hours earned each day as Comp Time/Travel Earned on the employee's timecard in webTA. When using compensatory time for travel, employees should submit a leave request for the number of hours requested as Comp Time/Travel Used. After the leave request has been approved, the timekeeper should then post the leave on the employee's timecard.

Qualifying compensatory time for travel must be earned and used in increments of 15 minutes. There is no limitation on how much compensatory time for travel that an employee may earn. However, compensatory time for travel expires 26 pay periods after it is credited and cannot be converted to overtime. Timekeepers should monitor employee's balances to ensure it is used before the expiration date.

For additional guidance from the Office of Personnel Management (OPM) that includes a detailed question and answer attachment as well as some situational examples, [click here](#).

If you have any questions, please contact the Pay and Leave Staff at (304) 480-8400.

# TRAVEL SITUATIONS AND APPROPRIATE COMPENSATION

## (OVERTIME, REGULAR COMPENSATORY TIME OR COMPENSATORY TIME FOR TRAVEL)

Under the compensatory time for travel regulations issued in 2005, employees not compensated by overtime or regular compensatory time while in official travel status are now entitled to a new type of compensatory time called compensatory time for travel. The new compensatory time for travel is separate and independent of the regular compensatory time that an employee may earn in lieu of pay for irregular and occasional overtime work or for religious observances. To earn compensatory time for travel, the hours spent traveling must be outside the employee's regular working hours and not considered hours of work. This type of compensatory time expires 26 pay periods after it is credited and cannot be converted to overtime. Examples of travel situations are listed below with the type of compensation entitlement. The [second chart](#) indicates those travel hours (outside employee's regular working hours) that are creditable and those that are non-creditable for the new type of compensatory time for travel.

TRAVEL SITUATIONS	*FAIR LABOR STANDARDS ACT (FLSA) COVERAGE	
<i>Is the employee entitled to overtime, regular compensatory time or compensatory time for travel outside his/her regular tour of duty if....</i>	Covered (Nonexempt)	Not Covered (Exempt)
The employee drives the vehicle	Overtime or Regular Compensatory Time	Compensatory Time for Travel
The employee travels as a passenger and returns the same day	Overtime or Regular Compensatory Time	Compensatory Time for Travel
The employee travels as a passenger on a non-workday during hours <b>corresponding</b> to his/her regular working hours	Overtime or Regular Compensatory Time	Compensatory Time for Travel
The employee travels as a passenger on a non-workday during hours <b>outside</b> his/her regular working hours	Compensatory Time for Travel	Compensatory Time for Travel
The employee performs work officially ordered and approved by management while traveling	Overtime or Regular Compensatory Time	Overtime or Regular Compensatory Time
The employee travels under arduous and unusual conditions (e.g., travel in an area where a state of emergency has been declared due to inclement weather)	Overtime or Regular Compensatory Time	Overtime or Regular Compensatory Time
The travel results from an event which is totally outside the schedule and control of the Government (if the Government contracts with a private sector company, then the class is NOT outside the schedule and control of the Government).**	Overtime or Regular Compensatory Time	Overtime or Regular Compensatory Time
The travel is not covered by one of these conditions	Compensatory Time for Travel	Compensatory Time for Travel

**\*Note:** The Fair Labor Standards Act (FLSA) category is found in Block 35 of employees' Standard Form 50-B.

**\*\*Note:** The time usually required to travel from home to work shall be deducted from the computation of overtime or regular compensatory time unless the travel was performed on an employee's non-workday. Normal home-to-work commuting time is always deducted in the computation of compensatory time for travel.

**\*\*\*Note:** Employees do not generally receive holiday premium pay (holiday worked) for work-related travel on a holiday with the exception of specific criteria. For additional information, call the Pay and Leave Services Branch at 304-480-8400.

**CREDITABLE AND NON-CREDITABLE HOURS**  
*FOR COMPENSATORY TIME FOR TRAVEL*

Creditable Travel Hours	Non-Creditable Travel Hours
<ul style="list-style-type: none"><li>• Travel from the employee's official duty station worksite/office to the mode of transportation (MOT).</li><li>• Travel from the employee's home to the MOT when the transportation is outside (over 50 mile radius) the employee's official duty station. Normal home-to-work commuting time must be deducted.</li><li>• Travel from the employee's home to the temporary duty station (TDY) location when the TDY is outside the employee's official duty station. Normal home-to-work commuting time must be deducted.</li><li>• Usual waiting times at the mode of transportation.</li><li>• Normal waiting times for transportation connections while enroute to the TDY.</li></ul>	<ul style="list-style-type: none"><li>• Hours spent in administratively uncontrollable overtime (AUO) unscheduled duty in which the employee receives AUO pay.</li><li>• Travel from the employee's home to the MOT when it is within the employee's official duty station. This is considered normal home-to-work commuting time.</li><li>• Travel from the employee's home to a TDY when the location is within the employee's official duty station. This is considered normal home-to-work commuting time.</li><li>• Bona fide meal periods.</li><li>• Periods of rest and sleep, typically due to extended or unusual waiting times at the MOT.</li><li>• Unusual waiting times (long delays due to weather, mechanical problems, etc.) at the MOT when the employee is able to use time for own purposes.</li></ul>